



DEPARTMENT OF THE NAVY

COMMANDER NAVAL RESERVE FORCE
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COMNAVRESFOR NOTICE 5239

Subj: GUIDANCE FOR COMMON ACCESS CARD (CAC) READER DISTRIBUTION, USAGE, AND SUPPORT

Ref: (a) CNO WASHINGTON DC 011600Z May 03
(b) COMNAVRESFOR NEW ORLEANS LA 271601Z May 03

1. Purpose. This notice provides guidance concerning implementing Public Key Infrastructure (PKI) throughout the Naval Reserve Force. Reference (a) mandates that on 1 October 2003, all Navy unclassified private side web servers must require users to present a Department of Defense (DoD) PKI Class 3 certificate to gain access. Providing a user identification and password will no longer be enough to gain access to Navy private side web servers and information systems. Reference (a) also mandates use of electronic signatures on all e-mail beginning 1 October 2003. The primary means by which personnel will meet these mandates is by using the Common Access Card (CAC) and a CAC Reader device.

2. Background

a. The CAC stores the following DoD digital certificates: (1) Electronic E-mail Signature Certificate; (2) E-Mail Encryption Key; and (3) Digital Identity Certificate. Users will use the CAC to access DoD/Navy Sensitive But Unclassified websites and to digitally sign and encrypt e-mail.

b. The digital identity certificate will be required to access DoD websites. The e-mail certificate will be required for cryptographic login to the Navy Marine Corps Intranet (NMCI) network. Currently, portable NMCI seat users are issued a digital identity certificate to support Remote Access Services (RAS). The NMCI Local Registration Authority does not typically issue e-mail certificates or encryption certificates for RAS users. Issuing the software certificates for RAS access is temporary and will be discontinued when cryptographic login using the CAC is implemented.

c. Personnel must use their Personnel Identification Number (PIN) number to access their Digital Certificates on the CAC using the CAC Reader. The PIN is a six to eight digit number that was assigned by the user at the time of issuance. Three consecutive unsuccessful attempts to enter the PIN will result in a locked CAC; unsuccessful attempts are stored on the CAC until a correct pin is entered or the card is locked. Resetting a locked CAC requires a visit to a DEERS/RAPIDS station. DEERS/RAPIDS workstations are typically located at Personnel Support Detachments (PERSUPDET) and DoD Identification issuance facilities. To locate the nearest DEERS/RAPIDS Issuing Station, visit <http://www.dmdc.osd.mil/rsl/>. There is also a DEERS/RAPIDS Locator link on the PKI/CAC web page at the Naval Reserve web page site (navigation to the PKI/CAC web page is detailed in section 7).

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e. Reference (b) announced initial issue of 25 serial port CAC readers to each command to cover for those legacy information systems that have accelerated their adoption of PKI which include NSIPS operators, HIV Management Service Loader Program operators, and any other personnel with an operational requirement for PK enabled access from a non-NMCI seat. COMNAVRESFOR now has the infrastructure in place to distribute the remaining readers to the field.

3. Distribution. Through September 2003, we will distribute a shipment of CAC Readers and Compact Disks (CDs) to commands who will issue them to their Drilling Reservists and full time support personnel. This will be roughly 20 percent of the total authorized amount of CAC Readers. Details on how to request additional readers are provided in the next section. There are not sufficient ActivCard/CAC/PKI software CDs to issue one with each CAC reader. Commands may reproduce these CDs for further distribution. However, the ActivCard software will be available for a controlled download from the Naval Reserve Web Pages site. Personnel downloading the software must be registered by the command as detailed in section 4 before they will be allowed access. The other items on the CD are available for access and download on the PKI/CAC page on the Naval Reserves Web site (navigation to the PKI/CAC web page is detailed in section 7).

4. Accountability.

a. The CAC certificate access software, ActivCard Gold, is purchased on a per license basis and therefore must be accounted for. Also, since the CAC Readers are provided for personal use, their accountability must also be managed.

b. Beginning 15 August 2003 commands will manage registration and turn-in of CAC Readers and associated ActivCard Gold software using the private side of the Naval Reserve Web Pages site, <http://reserves.navy.mil>. The CAC Reader Registration and Issuance page will be linked on the opening page, under the Quick Links section. From the web site, commands will use the web-based CAC Reader registration forms to identify who has been issued CAC Readers and ActivCard Gold software. Request additional CAC Readers using the web page provided.

c. All CAC Readers shipped from this command are documented on a Requisition and Invoicing Document, DD Form 1149. ActivCard Gold licenses will also be transferred to the command using the DD Form 1149. Commands are required to sign receipt of the CAC Readers and ActivCard Gold licenses and return a copy of the 1149 to Commander, Naval Reserve Forces Command (N64).

5. Usage.

a. The personnel to whom CAC Readers and associated ActivCard Gold software are issued are at the discretion of the commanding officer. These personnel include Drilling Reservists, full time support personnel, civilian employees, and contractors with a CAC.

b. The CAC Reader and ActivCard Gold software may be used on home PCs/laptops and other systems as authorized by the computer owner. One license is required for each computer where the software is installed. This

means you may not install one license across several PCs. Each installation must be registered.

c. Upon termination of Naval service, military personnel must turn-in their CAC Reader and remove the ActivCard Gold program from their computer. Civilian employees and contractors must turn in the CAC Reader and remove the ActivCard Gold software from their computer upon termination of employment by the Naval Reserve.

6. Training. Computer-Based Training is available on the PKI ActivCard Gold PKI Tools CD ROM, which is provided with each shipment of CAC Readers, or by download from the Naval Reserve Web Pages site. This training will provide the following: (a) PKI Overview, (b) PKI User Registration, (c) Installing PKI Certificates onto your computer, (d) Configuring MS Outlook E-mail, and (e) How to send electronically signed E-mail.

a. To access the training on the CD, navigate to the PKI CBT directory and select start.exe. This program is also available on the PKI/CAC page of the Naval Reserve Web Pages site. Navigation to the Naval Reserve Web Pages PKI page is described in Section 7. To access the PKI CBT from the web, navigate to the PKI/CAC page of the Naval Reserve Web Pages site and then download the program. The program is 28MB.

b. PKI and CAC training is also available from the NMCI Intranet homepage. See <http://homeport> (accessible from NMCI seat only); under "My Seabag" menu select "NMCI User Training" link, select "My NMCI E-Learning" link, and type "PKI" in Search bar. Enroll in the "NMCI Information Security: Public Key Infrastructure (PKI) and Common Access Cards (CAC)" course.

c. A recorded presentation of PKI/CAC Reader usage training scheduled 15 Aug 2003 at Headquarters will also be available upon request to Echelon III, IV and V commands. Request a recorded presentation from the POCs listed at the end of this notice.

7. Support. Assistance for CAC reader installation and general CAC concerns is available from the Navy PKI Help Desk, Information Security Technical Assistance Center: Toll free (800) 304-4636 or DSN 588-4286. Subject Matter Expert (SME) hours: 0630-1700 EST M-F. Calls answered after SME hours will be issued a trouble ticket if the operator cannot resolve the problem. Navy PKI Help Desk email: itac@infosec.navy.mil

a. PKI and CAC Reader resources and tools are posted on the PKI/CAC web page at the Naval Reserve Web Pages site, <http://reserves.navy.mil>. Navigation to the PKI/CAC web page requires the following steps: login to the Naval Reserve Web Pages site and select the following links: Support Program Tab (top right), Information Technology (on menu bar below the Program tabs), PKI/CAC Resources (on left menu bar).

b. Posted on the Naval Reserve Web Pages site, PKI web page, are the Navy PKI Help Desk telephone number, the PKI and CAC Reader CBT, installation guide, configuration guide, the most current DoD Root Certificate (required to validate your certificates as being issued by DoD), and drivers for configuring your CAC Reader. Future ActivCard Gold updates and patches will also be posted there.

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c. Support for a nonfunctioning CAC is available from the nearest DEERS/RAPIDS station.

8. Limitations. ActivCard Gold 2.2 supports the following Windows Operating Systems (OS): Windows 95B/98/NT/2000/XP Professional. COMNAVRESFOR has not been able to successfully install the software on Windows ME or XP Home version. ActivCard has confirmed this limitation.

a. ActivCard Gold Inc. has announced versions of their software that will support Mac OS X, Linux and Solaris. The current version supports only Windows environments. The Mac OS X version of ActivCard Gold will be made available to the Field when it is released by the manufacturer.

b. The majority of CAC Readers on hand have USB connectors. Serial CAC Readers should only be used out of necessity. The serial CAC Reader requires a PS/2-style keyboard and an available 9-pin serial port.

c. ActivCard Gold is compatible with the following network applications:

- (1) Windows and Novell for LAN access.
- (2) GroupWise Client Running version 6 and later.
- (3) PKI-enabled Remote Access Servers or Virtual Private Networks
- (4) Web Servers.
- (5) Citrix® - from any PC/SC-based terminal (such as thin clients), smart card based login to the Citrix session, and smart card support for other applications during the Citrix session.

9. Points of Contact. COMNAVRESFOR Information Systems (N6), Information Assurance Division (N64), manages this program. The following personnel have oversight of this program. (Please note that these personnel are not the PKI/CAC Helpdesk.) However, suggestions for the improvement of the program are encouraged.

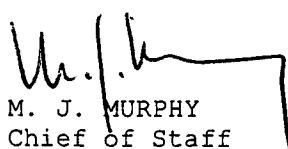
a. Program Manager: Mr. Allen Evans, phone: (504) 678-6173, email: Allen.Evans@navy.mil.

b. Division Director: LCDR Vanessa Ong, phone: (504) 678-0641, email: Vanessa.Ong@navy.mil

c. Logistics: IT2 (SW) Bernard Strafacci, Phone: (504) 678-0224, email: Bernard.Strafacci@navy.mil.

10. Forms.

a. Requisition and Invoice Shipping Document, DD Form 1149, is available through the Federal Supply System.


M. J. MURPHY
Chief of Staff

Distribution: (COMNAVRESFORINST 5218.2C)
LIST B,D